



**THE WOODLANDS TOWNSHIP  
REQUEST FOR PROPOSALS  
PEDESTRIAN & BICYCLE MASTER PLAN  
2015**

**A. Introduction**

The Woodlands Township is requesting proposals from qualified transportation/planning/engineering consultant(s) to assist the Township in preparing a pedestrian and bicycle master plan for The Woodlands Township.

The Township is interested in improving upon the Township wide network of existing facilities and to develop new facilities to provide for improved and safer bicycle and pedestrian commuting and recreational opportunities. The proposed master plan shall show a comprehensive transportation network that could utilize a variety of facilities such as pathways, trails, bike lanes, shared lanes, multi-use pathways and other facilities. The plan will utilize existing and planned pathways, trails, roadway infrastructure, utility and drainage easements, open spaces and linear parks to connect users to neighborhoods, parks, all village centers, Town Center, work centers, park and rides, schools, places of interest, and to provide connectivity to the trails and pathway systems of adjacent communities. The master plan will depict a comprehensive system of off-road and on-road facilities that safely connects neighborhoods and destinations and encourages walking and bicycle travel.

The Woodlands is a master planned community being developed by The Woodlands Development Company (TWDC), a Division of the Howard Hughes Corporation. TWDC in partnership with the Township and its predecessor the Community Associations of The Woodlands, has planned, constructed and partially funded with the Township, the existing pathway and trail system in The Woodlands. TWDC maintains the current master plan for pathways and trails.

The Township in partnership with the Houston-Galveston Area Council (H-GAC) and Montgomery County has conducted a number of transportation and mobility studies that incorporates bicycle and multi-use pathways through multi-modal planning principles. The Woodlands Township Transit Plan and South Montgomery County Mobility study are key planning resources for the Township and for the development of the Pedestrian-Bicycle Master Plan.

In 2010, The Woodlands Township was recognized with a bronze level Bicycle Friendly Community award by the League of American Bicyclists. The application was a joint effort involving the Township The Woodlands G.R.E.E.N., Houston Advanced Research Center (HARC) and the Bike The Woodlands Coalition. The League provided "Feedback" to the Township for ways the Township can improve its rating, including key measures based upon engineering, education, encouragement, enforcement, evaluation and planning. The Township will be re-applying for the distinction by August 11, 2015 with a goal to improve upon the level of designation.

Although The Woodlands Township has made great strides in investing in and improving its pedestrian and bicycle infrastructure, opportunities for improvement remain. For example: there are known “gaps” in the pathway system that do not connect neighborhoods such as Harper’s Landing to the pathway system; there have been requests from residents to provide more direct routes to destinations on the pathway system than the somewhat circuitous routes provided; the George Mitchell Nature Preserve provides over 1,700 acres of wilderness prime to expand upon the existing trail system; the Spring Creek Greenway trail system may provide an ideal opportunity to connect to the Township’s network; Harris County Precinct 4 has a robust system of paved trails that may present connections; drainage ditches throughout the community may provide ideal trail corridors for making connections; even though the community enjoys over 200 miles of 8 foot wide concrete pathways suitable for multi-modal recreation and transportation, there are residents that prefer to run and bike on the roadways; while some shoulders of major thoroughfares are suitable for bicycling, curbs and surface conditions often impede safe travel. The Pedestrian Bicycle Master Plan will build upon these existing and ongoing local and regional facilities and issues to establish a comprehensive pedestrian bikeway network that can be utilized by pedestrians and bicyclists alike, for transportation and recreational use, in a safe and efficient manner.

The firm selected for this project will be expected to provide foresight and leadership throughout the master planning process. The Township envisions that, at a minimum, the elements described herein and related deliverables will be included in development of the Plan. However, the Township expects alternative and creative proposals that reflect the latest developments and best practices in pedestrian-bicycle master planning to develop the Master Plan and achieve the objectives of the Plan.

This process will include but is not limited to a detailed field review of the existing pathway, trail and roadway systems, facilities and their conditions pertinent to the master planning process. The master planning process will also include preparing a base map of existing conditions to illustrate recommendations for pathways, bike lanes, multi-use pathways and trail alignments and connections to neighborhoods, village centers, Town Center, schools, and places of interest. The selected firm shall develop design and engineering standards for all types of facilities and crossings, as well as recommendations for end-of-trip facilities and other amenities. The process will include public input through public meetings and surveys and input from the Township Board’s Ad Hoc Transportation Committee, the Committee’s Bicycle Advisory Task Force, the Township’s Parks and Recreation Advisory Council and the eight village associations. Input will also be solicited from Montgomery County, Harris County, The Woodlands Development Company, San Jacinto River Authority, and The Woodlands Joint Powers Agency. In addition, the consultant shall develop an implementation plan and cost projections that reflect the Township’s existing and anticipated capital improvement programs.

## **B. The Woodlands Township General Information**

The Woodlands Township is located in Montgomery and Harris Counties, 27 miles north of Houston, Texas. The 2014 population of The Woodlands was 107,769 and is projected to grow to approximately 125,000 by the year 2019. The Woodlands is approximately 44 square miles in size and currently has 136 parks and an existing hike and bike system that includes approximately 205 miles of off-street concrete pathways and eight miles of natural surface trails.

## **C. Goals of the Master Plan**

Proposals for the Pedestrian-Bicycle Master Plan should address the following Township goals:

1. The Woodlands Township shall have a comprehensive pedestrian-bicycle master plan to guide the planning and development of a network of pathways, hike and bike trails, multi-use pathways, bike lanes and other facilities that encompasses and interconnects the entire Township at total build-out.
2. The Woodlands Township shall have a pedestrian-bicycle master plan that is coordinated with the plans of Montgomery County, Harris County, the Houston Galveston Area Council (H-GAC), The Woodlands Development Company and adjacent communities.
3. The Township's pedestrian-bicycle master plan shall have design standards that meets or exceeds current AASHTO and NACTO guidelines and Montgomery County, Harris County and TxDOT standards.
4. The Woodlands has Commercial Standards that require that all new developments and reconstruction projects comply with the adopted master plan and the established standards therein, and the pedestrian-bicycle master plan will meet these standards.
5. The Township's pedestrian-bicycle master plan shall identify existing and proposed infrastructure, open space and linear park corridors and utility and drainage easements, as appropriate, that can be integrated with the pedestrian-bicycle system.
6. The master plan's outcomes, strategies and recommendations shall benefit all aspects of mobility throughout the community and will not adversely impact automobile traffic or impede or remove existing medians in the roadways.
7. The ultimate goal of the master plan is to guide the development of a comprehensive system of off-road and on-road pathways, bike lanes, trails and other facilities that will safely connect users to key destinations throughout the Township, provide connections to all adjacent communities, provide opportunities for a wide variety of recreational activities and encourage safe alternative modes of transportation.

## **D. Scope of Work**

Successful completion of the master plan project will require the minimum following deliverables:

1. General policies, goals and objectives for the master plan.
2. Inventory and analysis of the existing off-road and on-road pathways, bikeways, trails and all other walking and biking facilities in The Woodlands Township. The Township will provide assistance in providing maps, AutoCAD, and ArcMap files of existing facilities.

3. Recommendations to amend, enhance, improve or alter the existing pathway and trail facilities.
4. A community supported comprehensive network of off-road/on-road pathways, trails and facilities to connect neighborhoods users to key destinations within the Township as well as to existing and planned systems in adjacent cities and counties. The system shall incorporate potential linkages, as appropriate, such as existing and future roadways, pathways, trails, linear parks, open spaces, utility easements and drainage easements and drainage ditches.
5. Design and engineering standards for off-street facilities with regard to trailheads, trailside facilities and recreational nodes, width, pavement, vegetation, grade, lighting, crossings, bridges, railings, signage, fences and motor vehicle barriers.
6. Design and engineering standards for on-street facilities with regard to bicycle lanes, bicycle routes, bicycle boulevards and shared roadways with regard to width, pavement, striping, lighting, signage, on-street parking, and grade and railroad crossings, without adversely impacting traffic or including the removal of existing medians.
7. Design and engineering standards for intersection design, bicycle parking, signage and markings and end-of-trip facilities.
8. Identify “gaps” in the existing network of pathways and trails and develop priorities and project recommendations at sufficient level of detail to be ready for design and implementation.
9. Identify high-priority transportation corridors and develop pedestrian-bicycle project recommendations for these corridors at sufficient level of detail to be ready for design and implementation.
10. Guidelines for selecting pedestrian and bicycle facilities for each type of roadway.
11. An implementation plan that includes the Township’s priorities and estimated timeframes and cost projections. Cost estimates should also be provided in Excel format.
12. A funding plan that incorporates the Township’s Capital Project Program and Transportation Fund and identifies other potential sources such as grants, private funding and user fees.
13. Attendance at a series (10-12) of planning meetings with the Township staff and outside agencies throughout the duration of the project.
14. Consultant information-gathering and presentations at a minimum of two (2) Ad-Hoc Transportation Committee meetings.
15. Consultant information-gathering and presentation at a minimum of two (2) Bicycle Advisory Task Force meetings.

16. Consultant information-gathering and presentation at a minimum of two (2) Parks and Recreation Advisory Council meetings.
17. Consultant information-gathering sessions at a minimum of eight (8) village association meetings (one per village).
18. Consultant presentations at a minimum of one (1) Development Standards Committee meeting.
19. Consultant presentations at two (2) public information-gathering meetings, and later present the findings of these two meetings at a third, final public meeting.
20. Consultant presentations at a minimum of two (2) The Woodlands Township Board of Directors meetings: at least one (1) for the concept plans and one (1) for the final master plan.
21. An economic evaluation to suggest funding strategies for plan implementation, including recommendations for obtaining grants, private funding and user fees.
22. Draft proposed Standards, Orders and other appropriate regulations that require all roadway projects and new developments comply with the adopted master plan. Provide copies of pathway, trail and bike lane /on street facility ordinances from cities and counties to be used for suggestions on the wording of proposed ordinances, resolutions or Township Orders.
23. Ten (10) hard copies of a draft master plan/concept plan and one electronic copy in MS Word with any detailed drawings and maps in a .PDF, GIS as .shp or .gdb files and .dwg or ArcMap .MXD file format for the Township review.
24. Fifty (50) hard copies of the final master plan and one electronic copy of in each format, MS Word, .PDF, .dwg, with any detailed drawings and maps in GIS format .shp or .gdb., ArcMap .MXD file format.
25. Provide a hard copy map and GIS electronic file of the Master Plan as .shp or gdb and in ArcMap .MXD format graphically illustrating the master plan. The map shall be plotted at 1" = 500'.

#### **E. Proposal Requirements**

1. The proposal shall not exceed 20 pages, excluding resumes.
2. Submit a Cover Letter signed by an authorized representative of the Respondent. The cover letter must state a commitment to provide consulting services with the proposed personnel specified in the submission. In addition, the letter should include a brief statement of understanding and approach to the Scope of Work. The cover letter shall also acknowledge receipt of any addenda issued.
3. Include a history of the firm.

4. Provide a list of projects completed by the firm during the last five years, which are comparable to the scope of this project. Identify whether your firm was the prime or a sub consultant. Identify the percentage of work performed by your firm on each project. For each project listed, provide a brief description of the scope of work, its location, completion date and contract costs. Also, provide current contact information for a key person for each of the listed projects.
5. Identify the project manager, key management and operating personnel from your firm who would provide direct services and identify their area of responsibility for this project. Provide a resume for each person who would have day-to-day responsibility for the development of this project, giving a summary of their pertinent experience and qualifications.
6. Identify all outside consultants that would be employed by the firm for this project. For each outside consultant listed, please provide the information requested in Item 5 above. The Township under the contract will treat sub-consultants and all employees of such sub as if they were employees of the primary firm. The selected firm will not be allowed to use a sub-consultant firm that was not noted in the original proposal to the Township.
7. Identify the methodology that will be used to accomplish the scope of work and achieve the stated goals of the project.
8. Provide examples of innovative pedestrian-bicycle plans and design/implementation solutions/strategies that the team has prepared for referenced projects.
9. Supply a proposed time schedule for completion of all project requirements, including any summary work the firm proposes to perform.
10. Provide a narrative delineating the general understanding of The Woodlands Township Pedestrian-Bicycle Master Plan and the approach for undertaking the tasks listed in the Scope of Work. In outlining the approach for accomplishing the objectives of this RFP, respondents should consider, at a minimum, explaining/describing in adequate detail, such information as:
  - How the public and stakeholders will be engaged in the development of the plan;
  - How to identify existing and potential challenges (multi-jurisdictions, policy, implementation, etc.) and how the consultant intends to address them;
  - How baseline analysis will be conducted;
  - How performance measures will be developed;
  - How pedestrian-bicycle network, facility and design criteria will be developed;
  - How pedestrian and bicycle users, network and facility types will be balanced with multi-modal considerations within the Township; and
  - How recommendations, costs and implementation strategies will be developed.
11. Include the firm's current project work schedule and any other business obligations in relation to the available time and attention that the firm anticipates devoting to this project.
12. Please include any additional information, such as awards or special recognition that will aide in ascertaining the firm's qualifications for this project.

## **F. Evaluation Process**

The Township will begin the evaluation process immediately after the deadline for submittal. The Township reserves the right to request additional information and to reject any and all proposals. As a part of the evaluation process, respondents may be asked to present their proposal to one or more governing bodies of the Township.

The Woodlands Township will establish an Evaluation Team that will review all proposals and recommend to the Ad Hoc Transportation Committee and to the Township Board of Directors the proposal that best meets the criteria set out herein and that is most advantageous to the residents of The Woodlands Township.

Proposal selection will be based primarily on the following criteria:

- Qualifications of the respondents as evidenced by the knowledge, skills and experience of the firm's proposed team.
  - Demonstrates proven consulting/engineering experience developing transportation/pedestrian/bicycle master plans for communities of similar size.
  - The verifiable present and past performance of the firm(s) as prime consultant/engineer(s) on other contracts in terms of quality of work and ability and experience to administer, manage and coordinate similar projects.
  - Quality and innovation of previous projects of similar size and scope.
  - Demonstrates an understanding of the planning process, budgeting, ability to schedule effectively and control quality and costs.
  - The quality and effectiveness of the firm's past projects of similar scope.
  - The firm's proposed project methodology and approach.
  - Quality of Information/data collection approach.
  - Quality of Public/Stakeholder Engagement approach.
  - Quality of Project plan/component development methodology.
  - Quality of Innovative approaches.
  - The firm's proposed work schedule.

The evaluation team will make recommendation to the Board of Directors of the Township who will determine the selection of the consultant firm for the purpose of negotiating a contract for professional consulting services. If a satisfactory agreement cannot be reached with that firm, the Township shall formally end negotiations and begin contract negotiations with the next most favored firm. The Township reserves the right to reject all submitted proposals and issue a new Request for Proposal if necessary.

## **G. Pre-submission Conference**

The Township will conduct a Pre-submission conference on **June 5, 2015 at 9:00 a.m. CDT., in Town Hall, Conference Room 150/152 at 2801 Technology Forest Blvd., The Woodlands, TX. 77381.** Attendance to the Pre-submission conference is optional and not mandatory.

#### **F. Questions Prior to Submission of the RFP**

Prospective consultants needing additional information/clarification to this request for proposal (RFP) are requested to e-mail questions to John Powers at [jpowers@thewoodlandstownship-tx.gov](mailto:jpowers@thewoodlandstownship-tx.gov). The deadline for submitting questions is **June 19, 2015 at 12:00 pm CDT. No questions will be accepted after the deadline.** All questions will be answered via addendum of clarification to this RFP and posted on the Township's e-bidding website and automatically e-mailed to all who registered to receive this RFP.

#### **H. Submittal Date, Time and Location**

If you believe that your firm meets the minimum requirements as outlined herein, please submit one (1) original, ten (10) hard copies, and one (1) electronic/digital version on flash drive of your submission to John Powers, address below, by **June 26 at 5:00 pm CDT. No proposals will be accepted after the deadline.** Label your submission "The Woodlands Township Pedestrian-Bicycle Master Plan".

John K. Powers  
Assistant General Manager - Community Services  
The Woodlands Township  
2801 Technology Forest Blvd.  
The Woodlands, TX. 77381

#### **I. References**

The Woodlands Township

The Woodlands Township web site  
<http://www.thewoodlandstownship-tx.gov>

The Woodlands Township Transit Plan  
<http://www.thewoodlandstowntshiptx.gov/Archive.aspx?AMID=230>

The Woodlands Township Ad Hoc Transportation Committee  
<http://www.thewoodlandstownship-tx.gov/index.aspx?nid=893>

The Woodlands Township Parks and Recreation Department – Needs Assessment July 2011  
<http://www.thewoodlandstownship-tx.gov/DocumentCenter/Home/View/1692>

The Woodlands Township Parks and Recreation Department – Bicycling in The Woodlands  
<http://www.thewoodlandstownship-tx.gov/index.aspx?nid=1025>

"Feedback" Bicycle Friendly Community Application, League of American Bicyclists, Fall 2011

<http://www.thewoodlandstownship-tx.gov/DocumentCenter/View/4393>

#### Partners / Projects

South County Mobility <http://www.thewoodlandstownship-tx.gov/DocumentCenter/View/4314>

Montgomery County Thoroughfare Plan

<http://montgomerycountymobility.com/2013/12/05/thoroughfare-study-connecting-communities/>

Houston-Galveston Area Council Regional Pedestrian and Bicycle Plan

<http://www.h-gac.com/community/qualityplaces/pedbike/regional-pedestrian-and-bicycle-plan.aspx>

Montgomery County Precinct 2

[http://www.mctx.org/dept/--commissioners/commissioner\\_precinct\\_2/index.html](http://www.mctx.org/dept/--commissioners/commissioner_precinct_2/index.html)

Montgomery County Precinct 3 <http://www.precinct3.org/>

Montgomery County Precinct 4

[http://www.mctx.org/dept/--commissioners/commissioner\\_precinct\\_4/index.html](http://www.mctx.org/dept/--commissioners/commissioner_precinct_4/index.html)

Harris County Precinct 4 <http://www.hcp4.net/>

Bike The Woodlands Coalition <http://www.bikethewoodlands.org/>

Bayou Land Conservancy <http://www.bayoulandconservancy.org/>

The Woodlands Development Company <http://www.thewoodlands.com/>

Spring Creek Greenway <http://www.springcreekgreenway.com/>

Spring Creek Greenway – Harris County <http://www.hcp4.net/Community/Parks/SCGW>

